

4/29/2005



**Subject: Update 1 - Families First PPSO Instructions for PCS Orders**

Phase 1 of the DOD Families First Program requires the Personal Property Shipping Offices (PPSO's) to enter the TAC into the local TOPS system. **As of October 20, 2004, TAC codes should now appear on all Coast Guard orders. Any orders issued prior to this date will not have a TAC, so these instructions will assist the PPSO in entering data into TOPS. During Phase I, PPSO sites shall enter the TAC as described below. Additionally, the PPSO shall continue to enter the entire LOA and Travel Order Number as they appear on the orders.**

**Part 1: Active Duty Military, Dependents, Reserves, Retirees, and Separated Personnel**

1. Orders No.: In this field, the PPSO shall put in the Coast Guard TONO. This information is extremely critical and can be located in the DOCUMENT IDENTIFICATION NUMBER portion of section on the CG-5131. The PPSO can enter this number with or without slash marks – it is only important to have the correct alphanumeric sequence. The following is an example of a TONO.

**12 / 04 / G83PRA2B5 / 000**

(1) TYPE: Document type which is always 12
(2) FY: Denotes fiscal year (last two digits of year funds were appropriated)
(3) NUMBER: Unique number assigned to each document (alpha numeric)
(4) SUFFIX: Not for field use

2. TAC: As of October 20, 2004, TAC codes should appear on all Coast Guard PCS orders. However, if a set of orders arrives with no TAC included, utilize the table below and correlate the LOA with the appropriate TAC code.

TAC	LOA	Description
ZASC	2/P/501/299/21/0/AS/78040/2104	HHG MILITARY ACCESSION CONUS
ZASO	2/P/501/299/21/0/AS/78045/2114	HHG MILITARY ACCESSION OCONUS
ZRAC	2/P/501/299/21/0/RA/78040/2104	HHG REASSIGNMENT MILITARY CONUS
ZRAO	2/P/501/299/21/0/RA/78045/2114	HHG REASSIGNMENT MILITARY OCONUS
ZSRC	2/P/501/299/21/0/SR/78040/2104	HHG MILITARY SEPARATION CONUS
ZSRO	2/P/501/299/21/0/SR/78045/2114	HHG MILITARY SEPARATION OCONUS
ZTGC	2/P/501/299/21/0/TG/78040/2104	HHG MILITARY TRAINING CONUS
ZTGO	2/P/501/299/21/0/TG/78045/2114	HHG MILITARY TRAINING OCONUS

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the entire text LOA, which is located in section 7 of the CG-5131. The PPSO can enter this number with or without slash marks – it is only important to have the correct alphanumeric sequence. The following is an example of a Coast Guard LOA.

**2 / P / 401 / 299 / 21 / 0 / RA / 78040 / 2104 /**

(1) AGENCY: Always 2 = Coast Guard
(2) DISTRICT: Always P = USCG Headquarters, Human Resources (G-W)
(3) APPN. CODE: First digit represents last digit of fiscal year. 01 represents Operating Expenses.
(4) LIM CODE: Always 299
(5) ALLOT FUND: Always 21 = Coast Guard Military PCS Transfer Account
(6) ALLOT LEVEL: Always 0
(7) PROGRAM ELEMENT: Either RA, TG, SR, or AS
(8) COST CENTER: 78040 Conus, 78045 Oconus
(9) OBJECT CLASS: 2104 Conus PCS, 2114 Oconus PCS

**Part 2: Coast Guard Civilian Employees**

1. Orders No.: In this field, the PPSO shall enter the Coast Guard TONO. This information can be located in Section 2 of Form DOT 1500.4 (Rev. 1-89). The following is an example of a TONO.

**1204G81PSC128**

2. TAC: As of October 20, 2004, TAC codes should appear on all Coast Guard PCS orders. However, if a set of orders arrives with no TAC Code – ZCHG should be used for all Coast Guard civilian employees.

**ZCH**

**G                    2/P/501/299/08/0/SC/78040/2221                    All USCG Civilian HHG Shipments**

3. Ship. Acct. Class: In this TOPS field, the PPSO shall enter the LOA, which is located in section 23 of the Travel Orders. Each element of the Coast Guard LOA is identified on the orders. The following is an example of a LOA. The last portion of the LOA – the 2221 – is the Object Class, which is normally 2221.

**2/P/501/299/08/0/SC/78040/2221**

**Part 3: Point of Contact**

Questions: Any questions shall be directed to the following personnel.

- CWO Kelvin Hunter at 202-267-2209; <mailto:khunter@comdt.uscg.mil>
- Bill Huffman at 757-523-6022; [BHuffman@fincen.uscg.mil](mailto:BHuffman@fincen.uscg.mil)
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